



## Agency Records Disposition Schedule

Department: Department of Corrections

Section: Substance Abuse

Division: Division of Offender Rehabilitative Services

Sub-Section: Toxicology Laboratory

**TITLE:** Baseline Forms

**CUTOFF:** EOSFY

**DESCRIPTION:** Yearly random sampling of tests. This was a yearly program used to determine the drug use trends within the Department of Corrections prior to Full Screen sampling for offender clients.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Files in Lab database. These records are no longer created.

**DISPOSITION ACTION:** Destroy

**SERIES:** 18550

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Confirmation Data

**CUTOFF:** EOSFY

**DESCRIPTION:** Daily, weekly, monthly data associated with confirmation client testing and reporting. Quality control records, Maintenance files with AutoTuning reports. Daily worksheets for Gas Chromatographs/Mass Spectrometer. These documents represent the results obtained to validate the equipment on a daily basis prior to processing samples for quality control and client results for both employees and offenders.

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Files in Lab database and CD.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23072

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Confirmation Quality Controls

**CUTOFF:** EOSFY

**DESCRIPTION:** Screening Confirmation Quality Controls  
Change description: Files generated electronically in the screening lab in conjunction with controls/STDs tested daily.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18542

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Substance Abuse

Division: Division of Offender Rehabilitative Services

Sub-Section: Toxicology Laboratory

**TITLE:** Confirmation Sample Schedules

**CUTOFF:** EOSFY

**DESCRIPTION:** Sample schedules with controls for daily reporting of confirmation of drugs previously screened positive created to verify screening results for confirmation.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18541

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Discrepancy Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports created monthly to track errors in collections of employee samples.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Copies provided to Employee Health Coordinator.

**DISPOSITION ACTION:** Destroy

**SERIES:** 18545

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Employee - Negative Chain of Evidence Forms/Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Employee original Chain of Evidence forms of those results that were negative in all reason types.

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Copies go to Employee Health Coordinator. Files also in Lab database.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23066

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Substance Abuse

Division: Division of Offender Rehabilitative Services

Sub-Section: Toxicology Laboratory

**TITLE:** Employee - Positive Chain of Evidence Forms/Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Employee original Chain of Evidence forms of those results that were Positive in all reason types. May also contain court packets from Personnel Advisory Board Hearings

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Files also in Lab database and CD.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23067

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Employee Drug Testing Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Department of Corrections (DOC) employee monthly, quarterly, and yearly drug testing reports and summaries by DOC departments of positive and negative results.

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Copies go to individuals designated within DOC management. Files in lab database.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23070

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Gas Chromatographer/Mass Spectrometer Tuning Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Daily maintenance records indicating daily condition of the Gas Chromatographer/Mass Spectrometer - calibration/tuning files.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Files also in lab database and CD.

**DISPOSITION ACTION:** Destroy

**SERIES:** 18546

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Substance Abuse

Division: Division of Offender Rehabilitative Services

Sub-Section: Toxicology Laboratory

**TITLE:** Institution Offender Chain of Evidence Forms/Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Offender Drug Test results by Institutions filed by month/year. Both negative and positive results are identified on the chain of custody forms.

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Copies of all positive results go to individual institution drug coordinators. Files in Lab database and confirmed positive results are also on CD. All Offender results are also exported daily into AS400.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23068

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** K-9 Alert Report

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports in conjunction with K-9 drug testing. Files in lab database.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** These records are no longer created.

**DISPOSITION ACTION:** Destroy

**SERIES:** 18536

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** K-9 Supplemental Information

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports in conjunction with K-9 drug testing. Files in lab database.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** These records are no longer created.

**DISPOSITION ACTION:** Destroy

**SERIES:** 18535

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Substance Abuse

Division: Division of Offender Rehabilitative Services

Sub-Section: Toxicology Laboratory

**TITLE:** Laboratory Clerical Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Records include, but are not limited to, invoice copies of supplies purchased, interoffice correspondence, employee file copies of training records, performs, etc., vendor delivery invoices, i.e. Fed Ex, DHL. Breathalyzer documentation and verification of yearly calibration records, supply inventory records and Fulton Police Department files from drug testing the laboratory has done.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23074

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Monthly Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Monthly Reports of Employee and Offender Drug testing results by month and year.

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Copies distributed to various Department of Corrections management staff. Files in Lab database.

**DISPOSITION ACTION:** Destroy

**SERIES:** 18552

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** National Toxicology Drug Confirmation Requisition Forms

**CUTOFF:** EOSFY

**DESCRIPTION:** Employee Reports and results from outside consultant laboratory used to verify confirmation results on employee positive drug test results.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Results copied to Employee Health Coordinator. Results logged into Lab database.

**DISPOSITION ACTION:** Destroy

**SERIES:** 18543

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



## Agency Records Disposition Schedule

Department: Department of Corrections

Section: Substance Abuse

Division: Division of Offender Rehabilitative Services

Sub-Section: Toxicology Laboratory

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**TITLE:** Offender Drug Testing Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Department of Corrections (DOC) offender monthly, quarterly, and yearly drug testing reports and summaries relating to number of offenders tested by category (random, target, etc.), comparison of positive to negative results, and percentage of various drugs identified in each institution.

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Copies go to all Wardens and other individuals designated within DOC management. Files in lab database.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23071

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

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**TITLE:** Probation and Parole Offender Chain of Evidence Forms/Reports by District

**CUTOFF:** EOSFY

**DESCRIPTION:** Probation and Parole Drug Test results by District. Both negative and positive results are identified on the chain of custody forms. Requested confirmed positive results are also combined with these chains of evidence.

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Copies of all positive results go to individual probation and parole office drug coordinators. Files in lab database and all confirmed positive results are also on CD. All Offender results are also exported daily into AS400.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23069

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

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**TITLE:** Request for Urinalysis/Chain of Evidence Forms

**CUTOFF:** EOSFY

**DESCRIPTION:** Chains of Evidence for Probation and Parole Offices and Institutions, filed by month/year.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Files in Lab database and exported daily to AS400.

**DISPOSITION ACTION:** Destroy

**SERIES:** 18544

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

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## Agency Records Disposition Schedule

Department: Department of Corrections

Section: Substance Abuse

Division: Division of Offender Rehabilitative Services

Sub-Section: Toxicology Laboratory

**TITLE:** Screening Analyzer Maintenance Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Daily, Weekly and Monthly maintenance charts to verify the work performed on each analyzer, including but not limited to changing tubing, syringes, pumps, filters, etc.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Files in Lab database.

**DISPOSITION ACTION:** Destroy

**SERIES:** 18547

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Screening Data

**CUTOFF:** EOSFY

**DESCRIPTION:** Daily, weekly, monthly data associated with Screening testing and reporting. Quality control records, standards, controls and calibrators results for daily maintenance for the Analyzers. These records represent results that are required to maintain the quality of analyzers to screen and provide a consistent and accurate analysis of client results for both employee and offender.

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Files in Lab database.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23073

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Screening Drug Calibration Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Drug screening calibration results used to determine the parameters of the analyzers on a daily basis prior to performing tests on client samples.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Files in Lab database.

**DISPOSITION ACTION:** Destroy

**SERIES:** 18548

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Substance Abuse

Division: Division of Offender Rehabilitative Services

Sub-Section: Toxicology Laboratory

**TITLE:** Screening Quality Control Raw Data

**CUTOFF:** EOSFY

**DESCRIPTION:** Drug screening standard and control results used to validate the daily sample testing in the screening lab.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Files in Lab database.

**DISPOSITION ACTION:** Destroy

**SERIES:** 18538

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Screening Reagent Consumption Data

**CUTOFF:** EOSFY

**DESCRIPTION:** Drug screening reagent usage logs to determine when to order additional supplies.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Files in Lab database.

**DISPOSITION ACTION:** Destroy

**SERIES:** 18540

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Screening Sample Schedules

**CUTOFF:** EOSFY

**DESCRIPTION:** Drug screening sample listings for daily results/raw data information, filed by month/day/year.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Files in Lab database.

**DISPOSITION ACTION:** Destroy

**SERIES:** 18539

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Substance Abuse

Division: Division of Offender Rehabilitative Services

Sub-Section: Toxicology Laboratory

**TITLE:** Specific Gravity Worksheet

**CUTOFF:** EOSFY

**DESCRIPTION:** Daily log sheet for confirmation of screening results on the refractometer. Final results entered into Quiklab.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Files in Lab Database.

**DISPOSITION ACTION:** Destroy

**SERIES:** 18534

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Subpoenas and Court Packets

**CUTOFF:** EOSFY

**DESCRIPTION:** Laboratory prepared court packets for hearings when staff have to testify in court regarding results of drug testing for revocation hearings. This file contains all pertinent data, including but not limited to chain of evidence form, screening and confirmation data to support positive results for revocation hearings. This could also contain copies of Court packets prepared for Personnel Advisory Board Hearings.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18551

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Substituted and/or Adulterated Specimens Notification Memo

**CUTOFF:** EOSFY

**DESCRIPTION:** Copies of Memos to various districts regarding validity samples notifying probation and paroles offices of samples that were not valid on their clients.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** The sample results are also stored in Lab database.

**DISPOSITION ACTION:** Destroy

**SERIES:** 18533

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Substance Abuse

Division: Division of Offender Rehabilitative Services

Sub-Section: Toxicology Laboratory

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**TITLE:** Temperature Logs

**CUTOFF:** EOSFY

**DESCRIPTION:** Temperature logs for all freezers and refrigerators in the laboratory.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18549

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

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**TITLE:** THC (Marijuana) Confirmation Worksheets

**CUTOFF:** EOSFY

**DESCRIPTION:** Daily confirmation worklogs for THC testing results.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Thin layer Chromatography worklogs files also in lab database and CD's.

**DISPOSITION ACTION:** Destroy

**SERIES:** 18537

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

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